FY19 Performance Management Cycle Timeline

The following timeline is a full performance management cycle timeline for all County employees. Use this as a reference to ensure you have met the FY19 deadlines to create, edit and finalize performance plans and evaluations.

	Completed	Deadline	Action	Role
Phase 1: PLAN	☐	Jul. 1, 2018	OHR publish performance plans in Oracle WPM.	OHR WPM Plan Administrator
	☐	Jul. 1, 2018	Work together to create employee's performance plan content.	Supervisor Employee
	☐	Aug. 13, 2018	Create direct reports' performance plans: • NBU employees' appraisals in Oracle WPM and/or; • Paper Performance Planning and Evaluation (PPE) forms for BU employees.	Supervisor
	☐	No later than 10 days after plan is established.	Provide employee with a copy of the signed performance plan.	Supervisor
	☐	Aug. 14, 2018	• Generate Appraisal Status Monitor reports. • Ensure employee WPM appraisals and paper PPEs are created.	HR Liaison
	☐	Ongoing	• Provide and/or solicit feedback from your supervisor on your performance. • Discuss training and career development opportunities with your supervisor.	Employee
	☐		Conduct frequent performance coaching sessions throughout the year with your employees.	Supervisor
Phase 2: DEVELOP	☐	Jan. 31, 2019	Schedule, conduct and document mid-year progress discussions with employees.	Supervisor
	☐		Document, sign and date mid-year progress discussion forms (electronic appraisals are date-stamped when routed).	Employee
	☐	Ongoing	• Provide and/or solicit feedback from your supervisor on your performance. • Discuss training and career development opportunities with your supervisor.	Employee
	☐		Conduct frequent performance coaching sessions throughout the year with your employees.	Supervisor
Phase 3: EVALUATE	☐	April 12, 2019	Document and provide performance accomplishments to your supervisor on your online appraisal or paper PPE.	Employee
	☐	April 26, 2019	• Enter performance ratings and comments on online WPM performance plans (except overall rating and comments). • Enter performance ratings and comments on paper PPEs. • Print hard copies of evaluations. • Enter overall ratings and comments on hard copies of online evaluations. • Share the hard copies of evaluations with reviewing official.	Supervisor
	☐	May 13, 2019	• Review hard copies of WPM performance evaluations. • Approve evaluations or make recommendations to supervisors.	Reviewing Official
	☐	May 31, 2019	• Make edits and enter overall ratings and comments in Oracle WPM and paper PPEs • Schedule performance evaluation meetings with employees to conduct performance evaluation discussions. • Sign and date evaluations. • Route performance evaluations to employees for final overall rating comments (optional).	Supervisor
	☐	June 14, 2019	• Enter *final* overall rating comments in Oracle WPM or paper PPE. • Route evaluation in Oracle WPM to supervisor.	Employee
	☐	June 18, 2019	Route evaluations in Oracle WPM to reviewing official for approval.	Supervisor
	☐	June 21, 2019	Approve performance evaluations in Oracle (WPM). ***NOTE***: *Performance plans/evaluations are completed when reviewing official approves them.*	Reviewing Official
	☐	June 25, 2019	• Generate Appraisal Status Monitor reports. • Ensure all employee evaluations are completed in WPM and on paper PPEs. • Submit paper PPEs to Core HR/Records Management – EOB 12th Floor • Ensure that supervisors provide you with hard copies of their own and their direct reports completed appraisals for recordkeeping.	HR Liaison
	☐	June 28, 2019	Sign and date evaluation on paper PPE. (electronic appraisals are date-stamped when routed).	Employee Supervisor Reviewing Official

WPM Tools and Resources
Visit **Performance Management Resources** and **WPM System Training Materials** for available online resources including policies and procedures, forms and guidelines.

Questions
Your department HR Liaison is your first point of contact for performance management questions.
If you have additional questions, please contact the Performance Management team at **performancematters@montgomerycountymd.gov**.